



UNITED STATES TAX COURT
WASHINGTON, DC

POSITION VACANCY ANNOUNCEMENT

Position Title/Series:	Paralegal Specialist - GS-0950-09/11
Announcement Number:	21-12
Position Type:	Full-Time Permanent
Opening Date:	December 7, 2021
Closing Date:	December 30, 2021
Annual Salary Range:	Annual salary including locality adjustment: \$60,129 -- \$94,581
Number of positions	One or more positions may be filled from this announcement.
Area of Consideration:	All Sources, All U.S. Citizens and Nationals May Apply (This is an Excepted Service, at-will position)
Location:	Washington, D.C. Office of the Chief Special Trial Judge
Supervisory:	No

POSITION SUMMARY

This position is in the Assistant Deputy Counsel Section of the United States Tax Court, and the incumbent will report to the Chief Special Trial Judge. The employee will be responsible for a wide range of complex and confidential legal and case management matters and will support the activities of the office.

DUTIES

- Prepare complex and procedural draft orders, notices, correspondence, and memoranda for approval by attorneys. Use the Court's case management system (DAWSON) to send, receive and review messages regarding cases, review case records, and prepare draft orders for review by attorneys.
- Identify legal and/or factual issues in Tax Court cases, locate precedents through independent research, develop a legally supportable conclusion regarding the proper course of action, offer recommendations as to courses of action on case-related matters, and prepare appropriate orders that include detailed factual recitations, appropriate legal citations, complex legal analysis, and specific directives.
- Work on special projects, including legal research projects, on a variety of issues relating to the Tax Court.
- Other duties as assigned.

Special Rating Factors: (Knowledge, Skills, and Abilities Required)

1. Demonstrated legal writing ability, including determining and accurately stating relevant facts, choosing and citing appropriate precedents, carefully explaining the application of the precedents to the facts, and clearly stating the conclusion.
2. Demonstrated skill using Pacer, Lexis/Nexis, Westlaw, and other sources to conduct legal research and develop recommendations.
3. Proficiency with word processing, spreadsheets (e.g., Excel), case management, and electronic docketing software programs.
4. Basic understanding of the Internal Revenue Code and regulations.
5. Experience drafting complex orders.

REQUIREMENTS

A paralegal certificate is required. Candidates must have at least 52 weeks of qualifying specialized experience equivalent to the next lower grade level in the Federal service which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the paralegal specialist position and that is typically in or related to performing legal research, drafting complex orders, and understanding docket records.

Basis of Rating: Ratings will be based on an evaluation of experience as it relates to the duties of the position, and on the Special Rating Factors listed above. An applicant must submit narrative statements that address how his/her professional background and work experience relate to each Special Rating Factor listed in this vacancy announcement.

The full-performance level of this position is a GS-11. In order to become a GS-11, an employee must work at least 52 weeks at the next lower grade, must be performing their current position at a fully successful level, and must show evidence of performing duties at the next higher grade level. Promotion consideration is subject to the supervisor's discretion.

Conditions of Employment

- Applicants must be United States Citizens or Nationals.
- All Court employees are required to adhere to the *Code of Conduct for US Tax Court Employees*.
- **Employees of the United States Tax Court are considered “at-will” employees, and, as such, may be terminated with or without cause.**
- Those who are required must abide by Selective Service registration requirements.
- **Selection of this position is contingent on a favorable suitability determination and security background check, to include credit check, Federal income tax check and criminal check. A candidate selected for this position must be current on his or her Federal income tax obligations before employment with the Tax Court, and must remain current at all times while employed by the Tax Court. Continued employment post appointment is subject to satisfactory completion of the background investigation and credit check, and favorable adjudication. A background reinvestigation or supplemental investigation may be required at a later time.**
- All applicant information is subject to verification.
- Telework might be available pursuant to Tax Court policy.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.

HOW APPLICANTS WILL BE EVALUATED

Ratings will be based on an evaluation of applicant's experience as related to the duties of this position and the qualification requirements listed above. **The resume/application package must provide detailed information showing the extent to which the qualification requirements are satisfied.**

If you fail to provide the information as required, your application will not be evaluated beyond the basic screening process. The examining Office of Human Resources (OHR) makes the final determination concerning whether you meet the minimum qualifications.

If you meet the minimum qualifications for this position, the Court will then evaluate your application package to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the requirements listed in this vacancy announcement.

Application of Preference Eligibles: Preference eligibles will be placed above non-preference eligibles within each rating category. Preference eligibles who meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level or higher.

Special Appointment Authority Information: In accordance with the Veterans Employment Opportunities Act (VEOA) of 1998, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may also apply. **You must provide documentation of veterans' preference or military service (e.g., SF-15, DD-214), if applicable.**

REQUIRED DOCUMENTS

1. A cover letter;
2. A paralegal certificate;
3. A resume that clearly demonstrates you have experience which meets the requirements of this position (do not include personally identifiable information such as social security number); and
4. Most recent Notification of Personnel Action, SF-50 (for current and former Federal employees).

Special Note: A narrative written statements addressing how your work experience relates to each of the Special Rating Factors listed in this vacancy announcement is preferred.

These application materials are due by 11:59 PM (ET) on the closing date of this vacancy announcement and must be submitted electronically in Adobe Acrobat PDF format to humanresources@ustaxcourt.gov.

NOTE: AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

The United States Tax Court is an equal opportunity employer.